

FIRE PROTECTION POLICY BOARD
Special Meeting
June 21, 2004
Tumwater Fire Department – Tumwater, WA

Board Members Present: Mark Kahley, Joe Coultman, Jim Broman, Sharon Colby and TJ Nedrow

Staff Present: Ellen Tombleson and Steve Kalmbach

Guests Present: Judith Brighton
Washington State Department of Personnel
Executive Search Services

Judith Brighton introduced herself and explained her role in the recruitment process for the State Fire Marshal.

Jim Broman advised that the WS AFC held a special meeting and validated their earlier position, which is that they do not want to get into the fine details of the job description, but are more interested in identifying the skills and attributes.

Judith advised that the applications received will be rated based on the desirable qualifications, so that is what the Board should focus their attention on.

The current job description was reviewed. Changes agreed upon include:

- Using full association titles
- Including WASFM in the accountabilities
- For recruiting purposes, it was agreed that the designation of “State Fire Marshal” needs to be included.

Next Steps: Judith will develop and email a draft of the job announcement, matrix of desirable qualifications and a recruitment schedule to Ellen for distribution to the Board for their review and comment. It will be important that this be done on a quick turnaround.

Judith will attend the July 28 FPPB Work Session meeting to provide an update on the process.